

Work Order Procedure

All LDAF employees and building tenants shall contact the maintenance section for all maintenance requests via email or phone (if emergency).

The following information is required on Work Order Request forms:

- First and last name of initial requestor
- Facility/Building/Room number
- Phone number of initial requestor
- Problem/Request detailed description
- Priority Code indicated

Upon completion of the work, the maintenance employee completing the work shall sign and date the work order to indicate that the project is completed.

Preventative Maintenance Procedures

Preventative maintenance shall be done automatically by maintenance personnel on a regular basis and entered into each site's record system.

Both the work order records and the Preventative maintenance records will be checked regularly by the Supervisor of maintenance at each office complex – site to ensure projects are being completed in a timely and correct manner.